



31 January 1977

MEMORANDUM FOR: DDCI Staff

INFO : ADCI

SUBJECT : DDCI Staff Meetings

DDCI noted

Hank has asked me to chair staff meetings at least every other day, and expressed his hope to participate at least once a week.

As I see it, these meetings could serve the following purposes:

1. Exchange of information on assignments from DDCI which are of interest to other members of the staff.
2. Organizing ourselves to support DDCI, particularly during this trying period where he is serving as ADCI.
3. Exchange of views on issues/problems before submitting them to ADCI.

I suggest for starters, we meet in Frank's office after the Morning Meeting on Mondays, Wednesdays and Fridays.



AYDDCI

STAT

cc:

George Clarke
Cord Meyer
Jim Taylor

TELETYPE MESSAGE

DDCI